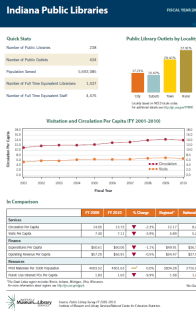# 2013 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2013

What is the purpose of the Annual Report?

- Required by state
- Indiana State Library statistics
  - Useful for year-to-year comparisons (and history!)
  - Library-to-library comparisons
  - Identifying trends
- IMLS Public Libraries Survey

What's Changed for 2013?

⇧ Good News: *Fewer* questions!

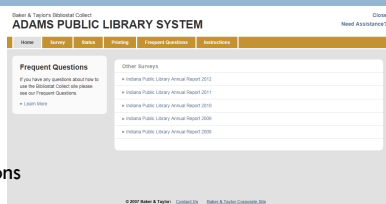⇩ Bad News: Still over 700 questions!

General instructions

4

- Login instructions will be sent to all directors via email
- Click on the question number for help/definitions
  - Disable pop-up blockers
- Use "Back," "Next," or the side menu to navigate through the 15 sections
- Click "Save" and "Logout" to close and return to report at any time
- Click "SHOW LAST YEAR'S ANSWERS" to see what was input last year
- We're watching you — will likely contact libraries who have not started report by mid-late January

Your Bibliostat homepage

5

- Home
- Survey - 2013
- Status
- Printing
- Frequent Questions
- Instructions

Baker & Taylor's Bibliostat Collect
ADAMS PUBLIC LIBRARY SYSTEM
Close
Need Assistance?

Home | Survey | Status | Printing | Frequent Questions | Instructions

Frequent Questions
If you have any questions about how to use the Bibliostat Collect site please see our Frequent Questions.
▸ Learn More

Other Surveys

• Indiana Public Library Annual Report 2012
• Indiana Public Library Annual Report 2011
• Indiana Public Library Annual Report 2010
• Indiana Public Library Annual Report 2009
• Indiana Public Library Annual Report 2008

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Need to explain something?

6

- Edit Checks- automatic edit checks will catch inconsistencies or major changes from previous year's data
  - Now- Bibliostat
  - Later- Census
- Use the "Federal note" to explain any discrepancies
- "Flag" a question to come back to it
- It's recommended to do this up front, or you'll be hearing from me again next summer ☹

Need technical help with survey?

7

1. Confirm it is not a local issue first- check with your IT person/department
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

8

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov.

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give the most current information for:
- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

All other information should be for the 2013 report year
- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

COLOR KEY

9

0X-001	Question
0X-002	**Standards Question**
0X-003	Prefilled
0X-004	Prefilled & Locked (Contact ISL w/changes)
0X-005	Calculated total

10 Part 1 - General Information

•Some questions eliminated, some moved

Part 1 - General Information

11

01-001	Name of the person preparing this report.
01-002	Preparer's phone number.
01-003	Time zone in which library district headquarters is located.
01-004	Library Name
01-005	Library Class
01-006	Library Director
01-007	Street Address
01-008	City
01-009	ZIP+4
01-010	Mailing Address
01-011	Mailing City
01-012	Mailing ZIP+4

Part 1 - General Information

12

01-013	Congressional District Number
01-014	Phone
01-015	FAX
01-016	**Does your library have an answering machine, voice mail or other similar technology?** **Y/N**
01-017	**Library URL**
01-018	**Does your library have a public library E-mail address or other means of electronic contact listed on the library's website?** **Y/N**

Part 1 - General Information

13

Building Questions

01-019 The year the current central building was built
01-020 Year of the most recent structural addition or
        alteration to current central building.
01-021 Square footage of the central building?

01-022 Click here to complete Central Library daily hours.

---

14 Central Library

Part 1 - General Information

15

Hours

01-023 Click here to complete Central Library daily hours

       01-024 Monday opening time
       01-025 Monday closing time
       01-026 Tuesday opening time
       01-027 Tuesday closing time

       01-034 Saturday opening time
       01-035 Saturday closing time
       01-036 Sunday opening time
       01-037 Sunday closing time

Part 1 - General Information

16

01-038 Total open hours for Central Library during a typical week.

01-039 Total number of hours the Central Library is open after 6:00 p.m. per week.

01-040 Total number of hours per week that the Central Library is open on Saturday.

01-041 Total number of hours per week Central Library is open on Sunday.

01-042 Total Central Library Hours Open per Year

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Part 1 - General Information

17

<u>Internet Access</u>

01-043 Does the library have Internet Access?   <u>Y/N</u>

01-044 What type of Internet Access is available in the Central Building?

01-045 Specify the speed of Internet Access in the Central Building

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18 Branches

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Part 1 - General Information

19

01-200 Total number of Branches
- 01-200a — Branch Name
- 01-201a — Branch Street Address
- 01-202a — Branch City
- 01-203a — Branch County
- 01-204a — Branch Zip+4
- 01-205a — Branch Mailing Address
- 01-206a — Phone
- 01-207a — Fax
- 01-208a — Total Square Footage of Branch
- 01-209a — Year Built
- 01-210a — Year of the most recent structural addition or alteration to branch building

---

Part 1 - General Information

20

01-212a   Number of Weeks per Year Individual Branch is Open

- 01-213a   Monday opening time
- 01-214a   Monday closing time

- 01-225a   Sunday opening time
- 01-226a   Sunday closing time

01-227a   Total open hours for the Branch Library during a typical week.

Part 1 - General Information

21

- **01-228a**   **Does the Branch library have Internet Access? Y/N**
- 01-229a   What type of Internet Access is available in the Branch library?
- **01-230a**   **Specify the speed of Internet Access in the Branch library.**
- **01-231a**   **Number of wireless hubs located in the branch library?**

22 Bookmobiles

Part 1 - General Information

23

01-300   Total Number of Bookmobiles

Individual Bookmobile Information
01-301a Bookmobile Name
01-302a Street Address
01-303a City
01-304a County
01-305a Zip+4
01-306a Mailing Address
01-307a Phone
01-308a Fax
01-309a Total hours per week
01-310a Number of Weeks Bookmobile is Open
01-311a Does the Bookmobile have Internet Access?
01-312a What type of Internet Access is available in the Bookmobile?
01-313a Total Weekly Winter Hours that the Bookmobile is open
01-314a Number of Weeks the Bookmobile is open on the winter hour's schedule.
01-315a Total Weekly Summer Hours that the Bookmobile is open.
01-316a Number of Weeks the Bookmobile is open on the summer hour's schedule.

Part 1 - General Information

24

01-500   Total System Public Service Hours per Year

25 Part 2 – Registrations

(No change from 2012)

Part 2 – Registrations

26

02-001	Total Number of Individual Resident Registered Users
02-002	Total Number of Users from Contracting Areas
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users
02-004	Total Number of Reciprocal Users
02-005	Total Number of PLAC Users
02-006	Total Number of Non-Resident Cards Issued to Student Users
02-007	Total Number of Non-Resident Cards Issued to School Employees
02-008	Total Number of Non-Resident Cards Issued to Library Employees
02-009	**Amount of Individual Non-Resident Fee**
02-010	Date Library Board adopted this fee
02-011	**Does your library purge or mark inactive patron files at least every three years?** **Y/N**

---

27 Part 3 – Public Libraries and Political Subdivisions Served

(Little change from 2012)

Part 3 – Public Libraries and Political Subdivisions Served

28

2010 Census figures are used for all calculations
03-001 County Name of Primary County
03-002 Total Assessed Valuation for Library District
03-003 Operating Tax Rate
03-004 Source year for data
03-005 BIRF/Lease Rental Tax Rate
03-006 LCPF Tax Rate
03-007 Did your library roll the LCPF into the operating tax
        rate?   **Y/N**
03-008 County Name for additional county
03-009 Total Assessed Valuation for additional county
03-010 Operating Tax Rate for additional county
03-011 BIRF/Lease Rental Tax Rate
03-012 LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

29

03-013 Total district population without contract
03-014 Total district population with contracts
03-015 Political Subdivision Name
03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12
        Only)
03-017 Population 2010 Census (Taxed & Served)
03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10
        Only)
03-019 Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

30

□ Some notes:
  ▫ 03-008 – County #2 is only required of libraries
    crossing county lines and the 4 county-contractuals
  ▫ 03-016 - "Type of Political Unit" (Taxed Units 1
    (city/town), 2 (more than 1/2 of county), 3 (total
    county), 4 (township merged), 9 (township validated),
    11 (endowed), 12 (county contractual) Only)

31 Part 4 – Library Operating Fund Income

(No change from 2012)

Part 4 – Library Operating Fund Income

32

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income from Library Tax Rate
04-002	CAGIT Property Tax Replacement Credit
04-003	CAGIT Certified Shares
04-004	CAGIT Special Fund
04-005	County Option Income Tax (COIT)
04-006	Contractual Revenue Received for Service
04-007	Local Option Income Tax (LOIT)
04-008	Total Local Operating Fund Income

Part 4 – Library Operating Fund Income

33

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)
04-010	License Vehicle Excise Tax (LVET)
04-011	Commercial Vehicle Excise Tax (CVET)
04-012	Other State Operating Fund Income
04-013	Source(s):
04-014	Total State Operating Fund Income

Part 4 – Library Operating Fund Income

34

Federal Government Operating Fund Income

04-015	LSTA Grants *(Operating Fund)*
04-016	Name of Non-Operating Fund
04-017	Amount of LSTA grant placed in Non-Operating Fund
04-018	Other Federal Grants Operating Fund Income
04-019	List Source
04-020	Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

35

Other Operating Fund Income

04-021	PLAC Reimbursement
04-022	Fines and Fees
04-023	Interest on Investments
04-024	Gift Receipts Operating Fund Income
04-025	Private and Public Foundation Grants Operating Fund Income
04-026	Miscellaneous Operating Fund Income.
04-027	Source(s)
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)
04-029	Total Other Operating Fund Income
04-030	Total Operating Fund Income

Part 5 – Operating Fund Expenditure Data

36

Part 5 – Operating Fund Expenditure Data

37

Operating Fund Expenditures
05-001 Salaries/Wages of All Library Staff
05-002 Employee benefits
05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures

Part 5 – Operating Fund Expenditure Data

38

Other services and charges
05-006 Total Supplies
05-007 Professional Services
05-008 Communication and Transportation
05-009 Printing and Advertising
05-010 Insurance
05-011 Utility Services
05-012 Repairs and Maintenance
05-013 Rentals
05-014 Debt Service
05-015 Lease Rental
05-016 Other
05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

39

Capital Outlays from Operating Fund Expenditures

05-018 Land
05-019 Buildings
05-020 Improvements Other Than Buildings
05-021 Furniture and Equipment

**05-022 Capital Outlays for Public Access Computers,
          electronic reading and electronic media devices**

Part 5 – Operating Fund Expenditure Data

40

Operating Fund Expenditure Data
05-023 Books (Include Book Lease)
05-024 Periodicals and Newspapers
05-025 Nonprinted (Physical) Materials, Microforms & AV, not Electronic
05-026 Electronic database licensing/purchase/lease expenditures.
05-027 Electronic Physical Format, including Playaways and Ebook readers

---

Part 5 – Operating Fund Expenditure Data

41

Non-Operating Fund Library Materials Expenditure Data
05-028 Books (Include Book Lease)
05-029 Periodicals and Newspapers
05-030 Nonprinted (Physical) Materials, Microforms & AV, not Electronic
05-031 Electronic Database licensing/purchase/lease expenditures
05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

42

05-033   Total Expenditures for Print Materials
05-034   Total Expenditures for Electronic Materials
05-035   Total Expenditures for Other Materials
05-036   Total Expenditures for Collections
05-037   Total Operating Fund Capital Outlays

Part 5 – Operating Fund Expenditure Data

43

**05-038 Total Operating Expenditure for Collection
Development Fund**
**05-039 Total Non-Operating Expenditure for Collection
Development Fund**
**05-040 Public Access Computers, electronic reading and
electronic media devices from all non-operating
funds**

Part 5 – Operating Fund Expenditure Data

44

Non-Operating Fund Library Materials Expenditure Data
05-041 Total Operating Fund Expenditures
05-042 Other Operating Expenditures
05-043 Total Operating Expenditures
05-044 Total Capital Fund Expenditures

Part 5 – Operating Fund Expenditure Data

45

Non-Resident Fee Standard

05-045 Total Collection Expenditure
05-046 Total Operating Expenditures per capita.
**05-047 Difference between OE per capita minus Non-
Resident fee**
**05-047a Does your library's non-resident fee meet the
standard?   (Y/N)**

Collection Development Standard

**05-048 Collection Development Expenditure as a percentage
of Operating Expenditure**

46 Part 6 – Capital Revenue

(No change from 2012)

Part 6 – Capital Revenue

47

06-001   Local government capital revenue

06-002   State government capital revenue

06-003   Federal government capital revenue

06-004   Other capital revenue

06-005   Total Capital Revenue

---

48 Part 7 - Employment Data

(No change from 2012)

Part 7 - Employment Data

49

07-001	Total number of all librarians with an ALA-MLS
07-002	Total hours paid per week for all ALA-MLS librarians
07-003	FTE for all librarians with an ALA-MLS
07-004	Total number of all librarians, **including** ALA-MLS librarians
07-005	Total hours paid per week for all librarians, including ALA-MLS librarians
07-006	FTE for all librarians
07-007	Total number of all other paid staff
07-008	Total Hours paid per week for all other paid staff
07-009	FTE for all other paid staff
07-010	Total number of all paid staff
07-011	Total hours paid per week for all paid staff
07-012	FTE for all paid staff
07-013	Number of hours per week considered to be full-time employment in your library?

Part 8 – Library Service and Technology

50

- Some questions moved
- Some definitions updated
- Some questions eliminated (e.g. database/website usage)

Part 8 – Library Service and Technology

51

Interlibrary Loans

08-001	# of Interlibrary loan materials provided to other libraries
08-002	# of Interlibrary loan materials received from other libraries

Library Programs Children's (0-11 years) Programs

08-003	**Number of children's (0-11years) programs held in the library**
08-004	**Number of children's (0-11 years) programs held outside of the library**

Library Programs Young Adult (12-18 years) Programs

08-005	**Number of young adult (12-18yrs) programs held in the library**
08-006	**Number of young adult (12-18 yrs) programs held outside of the library**

Part 8 – Library Service and Technology

52

Library Programs Adult (18+ years) Programs
08-007   Number of adult (18+ yrs) programs held in the library
08-008   Number of adult (18+ yrs) programs held outside of the library

General Programs
08-009   Number of general (all ages) programs held in the library
08-010   Number of general (all ages) programs held outside of the library

---

Part 8 – Library Service and Technology

53

08-012   Total number of non-library sponsored programs

08-011   Total number of all library-sponsored programs

Part 8 – Library Service and Technology

54

Attendance at Children's (0-11 years) Programs
Attendance at Young Adult (12-18 yrs) Programs
Attendance at Adult (18+ yrs) Programs
Attendance at General (All ages) Programs
      08-013   *Attendance at Children's (0-11 years) programs held in the library*
      08-014   *Attendance at Children's (0-11 years) programs held outside of the library*
....
Attendance Totals
08-021   Total attendance at non-library sponsored programs
08-022   Total children's program attendance
08-023   Total young adult program attendance
08-024   Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

55

08-025 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?
08-026 Total number of annual visits in the library
08-027 Total number of reference transaction per year

Electronic Services
08-028 Number of State Licensed Databases (INSPIRE)
08-029 Number of local and other (Not INSPIRE) licensed databases
08-030 Name(s) of public use/commercial databases to which the library subscribes
08-031 Total number of licensed databases

Part 8 – Library Service and Technology

56

Public Computers
08-032 Public Internet-connected computers uses per year
08-033 Number of wireless hubs located in the central building?
08-034 Total number of wireless hubs, system-wide
08-035 Number of wireless internet uses per year
08-036 Number of Internet connected public computers, system-wide.
08-037 Number of scanners available for the public, system-wide.
08-038 Number of Internet connected staff computers, connected to a printer.

Part 8 – Library Service and Technology

57

Library System Automation

08-039 Does your library have an automated bookkeeping system?
                                                                Y/N
08-040 Name of bookkeeping system.

08-041 Name of integrated library system (ILS)

08-042 Is your library catalog available online?   Y/N

58 Part 9 - Circulation and Holdings

Part 9 - Circulation and Holdings

59

09-001   Total circulation of All Materials
09-002   Circulation of All Children's Materials
09-003   Circulation of Electronic Materials
09-004   Total In-house Usage of Materials
09-005   Number of Electronic Book Reading or Music Playing Devices Owned by the Library
09-006   Number of electronic materials circulated or downloaded annually.

Part 9 - Circulation and Holdings

60

Selected Holdings
09-007   Books, Physical Units
09-008   Electronic books (E-books)
09-009   Video Materials, Physical Units
09-010   Video Materials, Downloadable Titles
09-011   Audio Materials, Physical Units
09-012   Audio Materials, Downloadable Titles
09-013   Electronic (Physical) Format
09-014   Number of Electronic Book Reading or Music Playing Devices Owned by the Library
09-015   Current Serial Subscriptions
09-016   Does the library belong to an Ebook consortium?   **Y/N**
09-017   Name of Consortium
09-018   Total number of titles available in the consortium

61

Part 10 - Library Board

- Provide most current info available. This will be reviewed.
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

62

10-001 Position
10-002 First Name
10-003 Middle Initial/Name
10-004 Last Name
10-005 Home address
10-006 City
10-007 Zip Code
10-008 E-mail address
10-009 Appointing Authority
10-010 Date that the current term expires
10-011 Number of consecutive terms
10-012 Date of initial appointment   (REPEATS...)
10-991 When does the regular library board meeting take place?
10-992 What is the time of the regular library board meeting?

63

Part 11 - Salary Section

- Provide most current information (e.g. salaries established for 2014)
- Provide info for positions not currently occupied

Part 11 - Salary Section

64

11-001 Annual salary of the Library Director (Head of library)?
11-002 Does the Director have an employment contract? **Y/N**
11-003 What is the current level of certification for the library Director?

Job Title	Cert. Level	Min Hourly	Max Hourly
Assistant or Associate Director		$	$
Department Head, Manager or Supervisor		$	$
Bookmobile Head		$	$
Administrative Assistant		$	$
Business Manager		$	$
Cataloging or Technical Services Librarian		$	$
Other			

Part 11 - Salary Section

65

Employee Fringe Benefit Information - <u>Full-time Employees</u>
11-501 PERF **Y/N**
11-502 Deferred Compensation **Y/N**
11-503 Health Insurance **Y/N**
11-504 Health Savings Account (HSA) **Y/N**
11-505 Dental Insurance **Y/N**
11-506 Life Insurance **Y/N**
11-507 Vision Insurance **Y/N**
11-508 Disability **Y/N**
11-509 Paid Time off for Continuing Education **Y/N**
11-510 Reimbursement for Continuing Education **Y/N**
11-511 Other1 (specify)
11-512 Other2 (specify)

Part 11 - Salary Section

66

Employee Fringe Benefit Information - <u>Part-time Employees</u>
11-513 PERF **Y/N**
11-514 Deferred Compensation **Y/N**
11-515 Health Insurance **Y/N**
11-516 Health Savings Account (HSA) **Y/N**
11-517 Dental Insurance **Y/N**
11-518 Life Insurance **Y/N**
11-519 Vision Insurance **Y/N**
11-520 Disability **Y/N**
11-521 Paid Time off for Continuing Education **Y/N**
11-522 Reimbursement for Continuing Education **Y/N**
11-523 Other1 (specify)
11-524 Other2 (specify)

Part 11 - Salary Section

67

Paid days off per year –
    Full-time Librarian
        11-525   Number of Vacation Days
        11-526   Number of Sick Days
        11-527   Number of Personal Days
        11-528   Holidays
        11-529   Funeral/Bereavement
        11-530   Other Days (specify)

  …Repeats for   Part-Time Librarian
                    Full-Time Support Staff
                    Part-Time Support Staff

Part 12 - PLAC Loans

68

(No changes from 2012)
•Don't report any PLAC loans to your own library
•Do not include reciprocal loans or nonresident loans (unless using PLAC card)

Part 12 - PLAC Loans

69

12-001 Did your library make any PLAC loans?   **Y/N**

12-002 Adams Public Library System
12-003 Akron Carnegie Public Library
12-004 Alexandria-Monroe Public Library
12-005 Alexandrian Public Library
…
12-238 Yorktown Public Library

12-239 Total PLAC Loans

23

70

Part 13 - Compliance with Standards for Public Libraries

•Answer carefully. Many received "out of standards" letters last year due to incorrect responses.

•"No" responses *may* trigger a communication from ISL.

•You have a chance to explain "No" answers in Part 14

Part 13 - Compliance with Standards for Public Libraries

71

13-001 Does your library comply with Public Library Law IC 36-12? **Y/N**

13-002 Does your library comply with other Indiana laws that affect municipal corporations? **Y/N**

13-003 Does your library comply with all federal laws affecting employment practice? **Y/N**

13-004 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? **Y/N**

13-005 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

72

13-006 Do the library board and the director maintain separate functions? **Y/N**

13-007 Is the board responsible for governance and policy? **Y/N**

13-008 Is the director responsible for administration, operation and management of the library? **Y/N**

13-009 Does the director work full-time? **Y/N**

13-010 Does the Director have the required certification under 590 IAC 5? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

73

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

13-011	**An annual classification of employees**	**Y/N**
13-012	**Schedules of salaries**	**Y/N**
13-013	**A proposed library budget**	**Y/N**
13-014	**Library policies**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

74

13-015	**Has the library board adopted the written employment practices dealing with recruitment?**	**Y/N**
13-016	**. . . dealing with selection?**	**Y/N**
13-017	**. . . dealing with appointments?**	**Y/N**
13-018	**. . . dealing with personnel actions?**	**Y/N**
13-019	**. . . dealing with salary administration?**	**Y/N**
13-020	**. . . dealing with employee benefits?**	**Y/N**
13-021	**. . . dealing with the conditions of work?**	**Y/N**
13-022	**. . . concerning leaves?**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

75

13-023	**Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?**	**Y/N**
13-024	**…have current, written bylaws that state its purpose and its operational procedures?**	**Y/N**
13-025	**Do the bylaws specifically state rules governing conflicts of interest issues?**	**Y/N**
13-026	**Do the library bylaws specifically state rules governing nepotism?**	**Y/N**
13-027	**Have the bylaws been reviewed by the board in the last three (3) years?**	**Y/N**
13-028	**Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library?**	**Y/N**

Include this

Part 13 - Compliance with Standards for Public Libraries

76

13-029 Does your library have a written collection development plan? **Y/N**

13-030 Does your library have a written circulation policy detailing the principles of access for all library materials and service? **Y/N**

13-031 Does your library provide support for continuing education for staff and trustees? **Y/N**

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Part 13 - Compliance with Standards for Public Libraries

77

Long Range Plan

13-032 Does the library have a written long-range plan of service? **Y/N**

13-033 Which year did your current long range plan begin?

13-034 Which year does your current long range plan end?

13-035 Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan? **Y/N**

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Part 13 - Compliance with Standards for Public Libraries

78

13-036 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? **Y/N**

13-037 Does your long-range plan include a statement of community needs and goals? **Y/N**

13-038 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? **Y/N**

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Part 13 - Compliance with Standards for Public Libraries

79

13-039 Does your long-range plan include an assessment of facilities, services, technology, and operations?   **Y/N**
13-040 …include an ongoing annual evaluation process?   **Y/N**
13-041 …include a plan for financial resources and sustainability?   **Y/N**
13-042 …include a statement of collaboration with other public libraries?   **Y/N**
13-043 …include a statement of collaboration with other community partners?   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Technology Plan
13-044 Does the library have a written technology plan?   **Y/N**
13-045 Which year did your current technology plan begin?
13-046 Which year does your current technology plan end?
13-047 Has your technology plan been updated in the last three (3) years?   **Y/N**
13-048 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Does your technology plan include…
13-049 …realistic goals and strategies for using telecommunications and information technology?   **Y/N**
13-050 …a professional development strategy?   **Y/N**
13-051 …an assessment of telecommunication services, hardware, software, and other services needed?   **Y/N**
13-052 …an equipment replacement schedule?   **Y/N**
13-053 …a plan for financial resources and sustainability?   **Y/N**
13-054 …an ongoing annual evaluation process?   **Y/N**
13-055 …an automated, integrated library system (ILS) which conforms to a national cataloging standard?   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Resource Sharing

13-056 Does your library provide interlibrary loan free of charge to other libraries within Indiana? **Y/N**

13-057 Does the library lend materials via a statewide reciprocal borrowing program? **Y/N**

13-058 Does the library lend materials using the OCLC Resource Sharing system? **Y/N**

13-059 Is the library a member of Evergreen Indiana? **Y/N**

13-060 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? **Y/N**

13-061 How many days per week does your library receive INfo Express courier service? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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Does the library provide *adult services*, including?

13-062 Programs and reference services offered by an appropriately certified librarian? **Y/N**

13-063 Access to reference materials, including INSPIRE? **Y/N**

13-064 A collection of materials for adults? **Y/N**

13-065 A space designated in the library for adult services? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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13-066 Does the library provide an *enhanced level* of adult service by providing:
  1) One (1) or more staff, with appropriate certification;
  2) Serving at least part time,
  3) At each fixed location? *[All conditions must apply]* **Y/N**

13-067 Does the library provide an *exceptional level* of adult service by providing:
  1) One (1) full-time staff member, or the equivalent,
  2) With appropriate certification,
  3) At each fixed location? *[All conditions must apply]* **Y/N**

Part 13 - Compliance with Standards for Public Libraries

85

Does the library provide <u>Young Adult</u> services, including?

13-068	Young adult programs and reference services offered by an appropriately certified librarian?	Y/N
13-069	Access to young adult reference materials, including INSPIRE?	Y/N
13-070	A collection of materials for young adults?	Y/N
13-071	A space designated in the library for young adult services?	Y/N
13-072	Does the library provide an <u>enhanced</u> level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-073	Does the library provide an <u>exceptional</u> level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Does the library provide <u>Children's services</u>, including?

13-074	Programs and reference services offered by an appropriately certified librarian?	Y/N
13-075	A collection of materials for children?	Y/N
13-076	A space designated in the library for children services?	Y/N
13-077	Does the library provide an Enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-078	Does the library provide an Exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Part 13 - Compliance with Standards for Public Libraries

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<u>Public Access</u>

13-079 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? **Y/N**

13-080 Does the library provide computers for the free use of all persons regardless of residency? **Y/N**

13-081 Does your library provide a means for the public to make copies at each location? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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<u>Webpage</u>

Does your library's webpage include…

13-082 …current hours of operation? **Y/N**

13-083 …a physical address for your library? **Y/N**

13-084 …a map for each fixed location? **Y/N**

13-085 …a public telephone number? **Y/N**

13-086 …a public e-mail address or other means of electronic contact? **Y/N**

13-087 …a link to INSPIRE and other free electronic resources? **Y/N**

13-088 …publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

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13-089 Has your Internet Policy been reviewed by the board in the last year?   **Y/N**

13-090 Does your library's webpage include a link to the library's online public access catalog?   **Y/N**

13-091 Does your library's webpage include a calendar or list of events and programs which is <u>updated at least monthly</u>?   **Y/N**

Part 14 - Statement of Intent to Comply with Standards

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Part 14 - Statement of Intent to Comply with Standards

90

14-001 Please explain any NO answers given in Part 13. - Please include the question number (##-###) and an explanation for each question where you answered "NO" to any question in Part 13.

91 Part 15 - Supplement

Part 15 - Supplement

92

Interlibrary Loan Contact Info

15-001 What is the name of the main contact person for your interlibrary loan operation?

15-002 What is their phone number?

15-003 What is their email?

Part 15 - Supplement

93

Local History Collections

15-004 Does your library have a local history collection?

What formats are included in your local history collection?

15-005 Annual Reports

15-006 Books

…

15-016 Videos

15-017 Are all of these materials included in your online public catalog?

Part 15 - Supplement

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Library Vendors/Purchases
Does your library use...
15-018   Door Count software
15-019   Please enter the name of the program
15-020   Event Registration software
15-021   Please enter the name of the program
15-022   RDA Toolkit
15-023   Reference Statistics software
15-024   Please enter the name of the program
15-025   Room Reservation software
15-026   Please enter the name of the program
15-027   Web Traffic Statistics software
15-028   Please enter the name of the program

Part 15 - Supplement

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☐ Optional Questions

15-029   How many outreach events did your library participate in during 2013?

15-019   How many personal interactions did your library have during these outreach events?

96   That's all!

Questions?

97

Comments?

98

Contact us:

LDO@library.in.gov
or
1-800-451-6028
or
317-232-3697